

# OPERATIONAL POLICY MANUAL

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3.8 The approval by \_\_\_\_\_ shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

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## Payments

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## Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

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REPLACES  
OPS-205, 1997-04-30

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## Payment for Information

5.6 A human source may receive payment for information obtained during a operational

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# OPERATIONAL POLICY MANUAL

## OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

### 1. INTRODUCTION

#### Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

### 2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

#### Limitations

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

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The approval of the DG HS is required prior to an attempt to recruit, or accept operational assistance

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# OPERATIONAL POLICY MANUAL

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## Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file and shall include the following information, as applicable:

## 3. DIRECTION

### Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

# OPERATIONAL POLICY MANUAL

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## Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

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3.8 The approval by \_\_\_\_\_ shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

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## Payments

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## Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

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## Payment for Information

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# OPERATIONAL POLICY MANUAL

## OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

### 1. INTRODUCTION

#### Scope

1.1 This chapter prescribes the policy and procedures related to the general development and direction of human sources by the Service.

### 2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

#### Limitations

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

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The approval of the DG HS is required prior to an attempt to recruit, or accept of operational assistance

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## Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file and shall include the following information, as applicable:

## 3. DIRECTION

### Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

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## Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

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3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive sectors.

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## Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

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# OPERATIONAL POLICY MANUAL

## OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

### 1. INTRODUCTION

#### Scope

1.1 This chapter prescribes the policy and procedures related to the general development and direction of human sources by the Service.

### 2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

#### Limitations

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

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The approval of the DG HS is required prior to an attempt to recruit, or accept of operational assistance

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## Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file ( and shall include the following information, as applicable:

## 3. DIRECTION

### Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

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## Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

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3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive sectors.

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## Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

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## Payment for Information

5.6 A human source may receive payment for information obtained during a operational

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2001-12-01

**OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES****1. INTRODUCTION****Scope**

1.1 This chapter prescribes the policy and procedures related to the general development and direction of human sources by the Service.

**2. RECRUITMENT**

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

**Limitations**

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

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The approval of the DG HS is required prior to an attempt to recruit, or accept operational assistance :

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**Initial Report**

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file and shall include the following information, as applicable:

**3. DIRECTION****Authorized Deployment**

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-100 to OPS-105, "Targeting - Section 12 *CSIS Act*".

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**Sensitive Sectors**

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, Sources - Special Restrictions". fields. See OPS-206, "Human

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2002-04-22

**OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES****1. INTRODUCTION****Scope**

1.1 This chapter prescribes the policy and procedures related to the general development and direction of human sources by the Service.

**2. RECRUITMENT**

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's<sup>1</sup>

**Limitations**

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

2.3

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2.5

The approval of the DG HS is required prior to an attempt to recruit, or accept operational assistance

of

2.6

### Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file ( and shall include the following information, as applicable:

## 3. DIRECTION

### Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-100 to OPS-105, "Targeting - Section 12 *CSIS Act*".

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**Sensitive Sectors**

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

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3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive sectors.

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**Payments**

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**Security**

4.8 All contact between employees and human sources shall be made in such a manner as to ensure protection of the source's identity and the overall security of the operation.

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**Payment for Information**

5.8 A human source may receive payment for information obtained during a operational

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2002-06-07

**OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES****1. INTRODUCTION****Scope**

1.1 This chapter prescribes the policy and procedures related to the general development and direction of human sources by the Service.

**2. RECRUITMENT**

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

**Limitations**

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

2.3

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The approval of the DG HS is required prior to an attempt to recruit, or accept operational assistance

of

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### Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file, and shall include the following information, as applicable:

## 3. DIRECTION

### Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-100 to OPS-105, "Targeting - Section 12 *CSIS Act*".

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**Sensitive Sectors**

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

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3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive sectors.

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**Payments**

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**Security**

4.8 All contact between employees and human sources shall be made in such a manner as to ensure protection of the source's identity and the overall security of the operation.

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### Payment for Information

5.8 A human source may receive payment for information obtained during a operational

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# OPERATIONAL POLICY MANUAL

## OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS

### 1. INTRODUCTION

#### Scope

1.1 This chapter prescribes the policy and procedures related to special restrictions which apply when developing or dealing with human sources.

#### Definitions

1.2 **Human Sources in Government:** A human source in government is any source under Service direction employed by a government institution under the purview of the Security Policy of the Government of Canada

See OPS-204, paragraph 1.7.

1.3 **Deputy Head:** A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

1.4 **Minister:** Solicitor General of Canada

### 2. HUMAN SOURCES IN GOVERNMENT

#### Guideline

2.1 Government employees, when used as human sources, will be encouraged to respect their employer's policies and regulations governing their conduct.

#### Consultation with Deputy Head

2.2 Before directing a source in government, the current deputy head and thereafter, any subsequent deputy head, will normally be consulted where any of the following conditions apply:

# OPERATIONAL POLICY MANUAL

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2.2.1 Before developing a source in government employed

2.2.2 A source in government shall  
Service,

from the

2.2.3 When consultation with the deputy head pursuant to  
paragraphs 2.2, 2.2.1 or 2.2.2 would likely endanger the source or otherwise adversely affect the operation,  
the Minister may be requested to waive the consultation requirement.

## Waiver Procedures for Sources in Government

2.3 Requests for the Minister to waive the consultation requirement for sources in government shall  
include the following information:

## 3. HUMAN SOURCES ON CAMPUS

### Approval by the Minister

3.1 Approval by the Minister shall be obtained before directing a human source to provide operational  
assistance at post-secondary educational institutions.

# OPERATIONAL POLICY MANUAL

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## Ministerial Approval Procedures

3.2 Requests to the Minister to approve the direction of a human source within a post-secondary educational institution should include the following information:

## Reports to the Minister

3.3 The Minister shall be informed when the activity of a human source within a post-secondary educational institution

# OPERATIONAL POLICY MANUAL

3.4

3.5

## Record of Decisions

3.6 The Director General, Headquarters Human Sources (DG, HQ HS) will maintain a record

## Approval by Headquarters Human Sources (HS)

3.7 Approval by the DG, HQ HS shall be obtained before providing payment to any human source,

## 4. HUMAN SOURCES

4.1

# OPERATIONAL POLICY MANUAL

## Recruitment

4.2 Before developing a source  
or is otherwise directly

or as soon as possible after a source becomes employed  
approval by the Deputy Director, Operations (DDO) will be

## Payment

4.3 Approval by the DDO shall be obtained before  
such sources

payment to

## 5. HUMAN SOURCES

### Limitations

5.1

5.1.1 Unsolicited information may be accepted from such persons in the first instance,

5.1.2 Prior approval by the Deputy Director, Operations (DDO) shall be obtained through HQ HS for any exception to this policy.

## 6. HUMAN SOURCES

6.1 The payment to any human source  
requires the approval of the DDG Operations.

## 7. HUMAN SOURCES - CONFLICT OF INTEREST

### Principles

# OPERATIONAL POLICY MANUAL

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Controllers

# OPERATIONAL POLICY MANUAL

## OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS

### 1. INTRODUCTION

#### Scope

1.1 This chapter of Human Sources prescribes the policy and procedures related to special restrictions which apply when developing or dealing with human sources.

#### Definitions

1.2 **Human Sources in Government:** A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See OPS-204, paragraph 1.8.

1.3 **Deputy Head:** A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

### 2. HUMAN SOURCES IN GOVERNMENT

#### Consultation with Deputy Head

2.1 Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head, shall normally be consulted where any of the following conditions apply:

2.1.1 A source in government shall  
the Service,

from

2.1.2 When consultation with the deputy head pursuant to paragraphs 2.1 and 2.1.1 would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.

# OPERATIONAL POLICY MANUAL

## Waiver Procedures

2.2 Requests for the Solicitor General to waive the consultation requirement shall include the following information:

## Directing Sources in Government

2.3 A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

## 3. HUMAN SOURCES ON CAMPUS

### Approval by Solicitor General

3.1 Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance at post-secondary academic institutions.

# OPERATIONAL POLICY MANUAL

## Ministerial Approval Procedures

3.2 Requests to the Solicitor General to approve the direction of a human source within a post-secondary academic institution shall include the following information:

## Reports to Solicitor General

3.3 Notwithstanding paragraph 3.1, the Solicitor General shall be informed when the activity of a human source within a post-secondary academic institution

## Approval by Headquarters OHS

3.4 Approval by the Chief OHS shall be obtained before providing payment to any human source,

## 4. HUMAN SOURCES

### 4.1

## Recruitment

4.2 Approval by the DDO shall be obtained before attempting recruitment of such sources

# OPERATIONAL POLICY MANUAL

## Payment

4.3 Approval by the DDO shall be obtained before  
to such sources

payment

## 5. HUMAN SOURCES

### Limitations

#### 5.1

5.1.1 Unsolicited information may be accepted from such persons in the first instance,

5.1.2 Prior approval by the DDO shall be obtained through Headquarters OHS for any exception to this policy.

## 6. HUMAN SOURCES

6.1 The payment to any human source  
requires the approval of the DDG Operations.

# OPERATIONAL POLICY MANUAL

## OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS

### 1. INTRODUCTION

#### Scope

1.1 This chapter of Human Sources prescribes the policy and procedures related to special restrictions which apply when developing or dealing with human sources.

#### Definitions

1.2 **Human Sources in Government:** A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See OPS-204, paragraph 1.8.

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1.4 **Deputy Head:** A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

1.4.1 **Minister:** Solicitor General of Canada

### 2. HUMAN SOURCES IN GOVERNMENT

#### Consultation with Deputy Head

2.1 Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head, shall normally be consulted where any of the following conditions apply:

# OPERATIONAL POLICY MANUAL

2.1.1 A source in government shall  
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2.1.2 When consultation with the deputy head pursuant to paragraphs 2.1 and 2.1.1 would likely endanger the source or otherwise adversely affect the operation, the Minister may be requested to waive the consultation requirement.

## Waiver Procedures for Sources in Government

2.2 Requests for the Minister to waive the consultation requirement for sources in government shall include the following information:

## Directing Sources in Government

2.3 A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

## 3. HUMAN SOURCES

### Consultation with the Minister

3.1 Before developing a source or directing an existing source

3.2 receive payment from the

# OPERATIONAL POLICY MANUAL

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Service,

**Advice to Minister**

# OPERATIONAL POLICY MANUAL

## 4. HUMAN SOURCES ON CAMPUS

### Approval by Solicitor General

4.1 Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance at post-secondary educational institutions.

### Ministerial Approval Procedures

4.2 Requests to the Solicitor General to approve the direction of a human source within a post-secondary educational institution should include the following information:

### Reports to Solicitor General

4.3 Notwithstanding paragraph 3.1, the Solicitor General shall be informed when the activity of a human source within a post-secondary educational institution

# OPERATIONAL POLICY MANUAL

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4.4

4.5

## **Record of Decisions**

4.6 The Director General, Headquarters Human Sources (DG, HQ HS) will maintain a record

## **Approval by Headquarters Human Sources (HS)**

4.7 Approval by the DG, HQ HS shall be obtained before providing payment to any human source

## **5. HUMAN SOURCES**

5.1

# OPERATIONAL POLICY MANUAL

## Recruitment

5.2 Approval by the Deputy Director, Operations (DDO) shall be obtained before attempting recruitment of such sources

## Payment

5.3 Approval by the DDO shall be obtained before payment to such sources

## 6. HUMAN SOURCES

### Limitations

6.1

6.1.1 Unsolicited information may be accepted from such persons in the first instance,

6.1.2 Prior approval by the Deputy Director, Operations (DDO) shall be obtained through HQ HS for any exception to this policy.

## 7. HUMAN SOURCES

7.1 The payment to any human source requires the approval of the DDG Operations.

## 8. HUMAN SOURCES - CONFLICT OF INTEREST

### Principles

# OPERATIONAL POLICY MANUAL

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Controllers

# OPERATIONAL POLICY MANUAL

## OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS

### 1. INTRODUCTION

#### Scope

1.1 This chapter prescribes the policy and procedures related to special restrictions which apply when developing or dealing with human sources.

#### Definitions

1.2 **Human Sources in Government:** A human source in government is any source under Service direction employed by a government institution under the purview of the Security Policy of the Government of Canada

See OPS-204, paragraph 1.7.

1.3 **Deputy Head:** A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

1.4 **Minister:** Solicitor General of Canada

### 2. HUMAN SOURCES IN GOVERNMENT

#### Guideline

2.1 Government employees, when used as human sources, will be encouraged to respect their employer's policies and regulations governing their conduct.

#### Consultation with Deputy Head

2.2 Before directing a source in government, the current deputy head and thereafter, any subsequent deputy head, will normally be consulted where any of the following conditions apply:

# OPERATIONAL POLICY MANUAL

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2.2.1 Before developing a source in government employed

2.2.2 A source in government shall  
Service,

from the

2.2.3 When consultation with the deputy head pursuant to  
paragraphs 2.2, 2.2.1 or 2.2.2 would likely endanger the source or otherwise adversely affect the operation,  
the Minister may be requested to waive the consultation requirement.

## Waiver Procedures for Sources in Government

2.3 Requests for the Minister to waive the consultation requirement for sources in government shall  
include the following information:

## 3. HUMAN SOURCES ON CAMPUS

### Approval by the Minister

3.1 Approval by the Minister shall be obtained before directing a human source to provide operational  
assistance at post-secondary educational institutions.

# OPERATIONAL POLICY MANUAL

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## Ministerial Approval Procedures

3.2 Requests to the Minister to approve the direction of a human source within a post-secondary educational institution should include the following information:

## Reports to the Minister

3.3 The Minister shall be informed when the activity of a human source within a post-secondary educational institution

# OPERATIONAL POLICY MANUAL

3.4

3.5

## Record of Decisions

3.6 The Director General, Headquarters Human Sources (DG, HQ HS) will maintain a record

## Approval by Headquarters Human Sources (HS)

3.7 Approval by the DG, HQ HS shall be obtained before providing payment to any human source.

## 4. HUMAN SOURCES

4.1

# OPERATIONAL POLICY MANUAL

## Recruitment

- 4.2 Before developing a source or as soon as possible after a source becomes approval by the Deputy Director, Operations (DDO) will be obtained.

## Payment

- 4.3 Approval by the DDO shall be obtained before payment to such sources

## 5. HUMAN SOURCES

### Limitations

- 5.1
- 5.1.1 Unsolicited information may be accepted from such persons in the first instance,
- 5.1.2 Prior approval by the Deputy Director, Operations (DDO) shall be obtained through HQ HS for any exception to this policy.

## 6. HUMAN SOURCES

- 6.1 The payment to any human source requires the approval of the DDG Operations.

## 7. HUMAN SOURCES - CONFLICT OF INTEREST

### Principles

# OPERATIONAL POLICY MANUAL

## Controllers

# OPERATIONAL POLICY MANUAL

## OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS

### 1. INTRODUCTION

#### Scope

1.1 This chapter of Human Sources prescribes the policy and procedures related to special restrictions which apply when developing or dealing with human sources.

#### Definitions

1.2 **Human Sources in Government:** A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See OPS-204, paragraph 1.8.

1.3 **Deputy Head:** A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

### 2. HUMAN SOURCES IN GOVERNMENT

#### Consultation with Deputy Head

2.1 Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head, shall normally be consulted where any of the following conditions apply:

2.1.1 A source in government shall from the Service,

# OPERATIONAL POLICY MANUAL

2.1.2 When consultation with the deputy head pursuant to paragraphs 2.1 and 2.1.1 would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.

## Waiver Procedures

2.2 Requests for the Solicitor General to waive the consultation requirement shall include the following information:

## Directing Sources in Government

2.3 A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

## 3. HUMAN SOURCES ON CAMPUS

### Approval by Solicitor General

3.1 Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance at post-secondary educational institutions.

# OPERATIONAL POLICY MANUAL

## Ministerial Approval Procedures

3.2 Requests to the Solicitor General to approve the direction of a human source within a post-secondary educational institution should include the following information:

## Reports to Solicitor General

3.3 Notwithstanding paragraph 3.1, the Solicitor General shall be informed when the activity of a human source within a post-secondary educational institution

3.4

# OPERATIONAL POLICY MANUAL

3.5

## Record of Decisions

- 3.6 The Director General, HQ IHS will maintain a record

## Approval by Headquarters IHS

- 3.7 Approval by the Director General, HQ IHS shall be obtained before providing payment to any human source,

## 4. HUMAN SOURCES

4.1

## Recruitment

- 4.2 Approval by the ADR shall be obtained before attempting recruitment of such sources

## Payment

- 4.3 Approval by the ADR shall be obtained before payment to such sources

# OPERATIONAL POLICY MANUAL

## 5. HUMAN SOURCES

### Limitations

#### 5.1

5.1.1 Unsolicited information may be accepted from such persons in the first instance,

5.1.2 Prior approval by shall be obtained through HQ IHS for any exception to this policy.

## 6. HUMAN SOURCES

6.1 The payment to any human source requires the approval of the DDG Operations.

2006-05-01

**OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS****1. INTRODUCTION****Scope**

1.1 This policy relates to the special restrictions which apply when developing or dealing with human sources.

**Definitions**

1.2 **Human Sources in Government:** A human source in government is any source under Service direction employed by a government institution under the purview of the Security Policy of the Government of Canada

(OPS-204, "Human Sources - General").

1.3 **Deputy Head:** A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

1.4 **Minister:** Minister of Public Safety and Emergency Preparedness Canada (PSEPC).

**2. HUMAN SOURCES IN GOVERNMENT****Guideline**

2.1 Government employees, when used as human sources, will be encouraged to respect their employer's policies and regulations governing their conduct.

**Consultation with Deputy Head**

2.2 Before directing a source in government, the current deputy head and thereafter, any subsequent deputy head, will normally be consulted where any of the following conditions apply:

2.2.1 Before developing a source in government employed

2.2.2 A source in government will  
Service,

from the

### **Waiver Procedures for Sources in Government**

2.3 Requests for the Minister to waive the consultation requirement for sources in government will include the following information:

## **3. HUMAN SOURCES ON CAMPUS**

### **Approval by the Minister**

3.1 Approval by the Minister will be obtained before directing a human source to provide operational assistance at post-secondary educational institutions.

### **Ministerial Approval Procedures**

3.2 Requests to the Minister to approve the direction of a human source within a post-secondary

educational institution should include the following information:

#### **Reports to the Minister of PSEPC**

3.3 The Minister will be informed when the activity of a human source within a post-secondary educational institution

3.4

3.5

#### **Director General Human Sources and Ops Support**

3.6 The Director General, Human Sources and Ops Support (DG HSOS) is responsible for:

**4. HUMAN SOURCES**

4.1

**Recruitment**

4.2 The Deputy Director, Operations (DDO) is responsible for prior approval for:

**5. HUMAN SOURCES****Limitations**

5.1

5.1.1 Unsolicited information may be accepted from such persons in the first instance

5.1.2 Prior approval by the DDO will be obtained through HSOS for any exception to this policy.

**6. HUMAN SOURCES**

6.1 The payment \_\_\_\_\_ to any human source  
the approval of the Deputy Director General (DDG) Operations.

**7. HUMAN SOURCES - CONFLICT OF INTEREST****Principles****Controllers**

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# OPERATIONAL POLICY MANUAL

## OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

### 1. INTRODUCTION

#### Scope

1.1 This chapter of Human Sources policy prescribes the policy and procedures related to qualitative controls used when dealing with Human Sources.

### 2. EVALUATION OF HUMAN SOURCES

# OPERATIONAL POLICY MANUAL

# OPERATIONAL POLICY MANUAL

NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

# OPERATIONAL POLICY MANUAL

## 3. RELIABILITY AND CORROBORATION

### Reliability Assessments

3.1 The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order: